



To: - A : TAG HR, THE ASSOCIATES GROUP INC. 1600-420 O'CONNOR ST OTTAWA ON K2P 1W4 CANADA		Contact - Personne-ressource Tushara Williams	Tel. No - N° du Tél. 613-957-4337	Fax. No. - N° de télécop.	Order No. N° de la demande 4507459
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Standing Offer No./Supply Arrangement No. No de l'offre # commandes/No arrangement en mati#re d'approvisionnement SA/AMA: EN578-060502/129/ZT		Amendment No. - N° de la modification		Previous Value (Inc. taxes) - Valeur précédente (y compris la taxe)		
Vendor # - N° fournisseur 100140101	Contact Name - Nom du contact [REDACTED]	Acc. # - N° comp.	Tel. No - N° du Tél. 613 567-0222	Fax. No. - N° de télécop.	Inc./Dec. (Inc. taxes) - Aug./Dim. (y compris la taxe)	Revised value - Valeur révisée

Item No. I° Art.	Description	Hours Heures	Rate Taux	Total Total	Disc Esc	Ext. Price Prix prévu
00001	-THS - Ex. Assist. For DG. Sec. Policy Temporary help (overtime)	14,278.500	1.00 14,278.50			14,278.50

Reason for call-up/Motif de la demande
Reason 1 / Raison 1

- The order number must appear on invoices and correspondence. Le numéro de la demande doit apparaître sur la facture et la correspondance.

IRB approval no. N° d'approbation de la DGRH	Name of referral Personne référée	Individual confirmed Personne confirmée JOANNE LEBLANC	Security classification Niveau de la cote sécuritaire Secret	Place of clearance Lieu d'obtention de l'autorisation PWGSC
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Language requirements Exigences linguistiques Bilingual/Bilingue	Hours of work - Heures de travail 08:00:00 - 16:00:00	Overtime Heures supplémentaires No/Non	Classification EXECUTIVE ASSISTANT, SENIOR	Period of Contract (M/D/Y) Période du contrat (M/J/A) 10/09/2018 To/Au: 12/31/2018
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Services to be supplied at - Endroit où les services seront fournis INFRASTRUCTURE CANADA FINANCE 1100-180 KENT ST OTTAWA ON K1P 0B6	Invoicing address - Adresse de facturation INFRASTRUCTURE CANADA FINANCE 1100-180 KENT ST OTTAWA ON K1P 0B6 Email/Courriel:	Sub-total / Sous-total 14,278.50	
		Terms of payment - Modalités de paiement Direct deposit 30 days from receipt	Tax Amount/Montant de la taxe 1,856.21
		TOTAL / CAD 16,134.71	

Special Instructions - Instructions spéciales	Certified pursuant to subsection 32(1) of the Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques. [Signature] WILLIAMS, TUSHARA Signature Date Approved for the Minister Approuvé pour le Ministre [Signature] HENDRICK, JENNIFER Signature Date
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Appendix A - Appendice A General Terms and Conditions - Conditions Générales

Order No.
N° de la demande
4507459

TERMS AND CONDITIONS

TO THE SUPPLIER

The individual Standing Offers/Supply Arrangements (SO/SA) listed on this contract are hereby accepted as follows:

As Supplier/Agent of the named Offer or, or as the Offer or, you are required to supply the goods or services, or both, described in the cited (SO/SA) at the prices or on the pricing basis stated therein, in accordance with the terms and conditions stated in the subject (SO/SA).

Only the goods or services or both included in the cited (SO/SA) shall be supplied pursuant to this call-up/contract and only to the extent specified below.

This document creates a series of individual call-up/contracts between Her Majesty the Queen in Right of Canada and the Offeror whose name appears as the source of the cited (SO/SA). The terms, conditions and prices stated in the (SO/SA) cited shall govern the contractual relationship between Her Majesty and the Offer or created by this document. The Supplier/Agent agrees to respect and abide by the terms, conditions and prices or pricing basis stated in each of the respective (SO/SA) and those of the call-up/contracts resulting.

1. Taxes

1.1 Applicable Taxes

Federal government departments and agencies are required to pay Applicable Taxes

1.1.2 Responsibility of Canada and of the Contractor

(a) Applicable Taxes will be paid by Canada as provided in the Invoice Submission section. It is the sole responsibility of the Contractor to charge Applicable Taxes at the correct rate in accordance with applicable legislation. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

(b) The Contractor is not entitled to use Canada's exemptions from any tax, such as provincial sales taxes, unless otherwise specified by law. The Contractor must applicable provincial sales tax, ancillary taxes, and any commodity tax, on taxable goods or services used or consumed in the performance of the Contract (in accordance with applicable legislation), including for material incorporated into real property.

1.1.3 Changes to Taxes and Duties

In those cases where Applicable Taxes, customs duties, and excise taxes are included in the Contract Price, the Contract Price will be adjusted to reflect any increase, or decrease, of Applicable Taxes, customs duties, and excise taxes that will have occurred between bid submission and contract award. However, there will be no adjustment for any change to increase the Contract Price if public notice of the change was given before bid submission date in sufficient date in sufficient detail to have permitted the Contractor to calculate the effect of the change.



Appendice A - Appendix A Conditions Générales - General Terms and Conditions

Order No.
N° de la demande
4507459

ERMES ET CONDITIONS

AU FOURNISSEUR

Les offres # commandes/arrangements en matière d'approvisionnement (OC/AMA) indiqués sur la commande sont acceptés selon les modalités suivantes:

titre de fournisseur ou d'agent du proposant nommé, ou en tant que proposant, vous #tes tenu de fournir les biens ou services (ou les deux) indiqués dans les OC/AMA en cause aux prix ou selon les modalités de prix et conformément aux conditions stipulées dans l'OC/AMA visé.

Ne seront fournis en vertu de cette commande / ce contrat que les biens ou services (ou les deux) prévus dans l'OC/AMA visé, et seulement jusqu'à concurrence de ce qui est précisé plus bas.

Le présent document crée une série de commandes / contrats individuels entre Sa Majesté la Reine du chef du Canada et le proposant nommé # titre de fournisseur pour les OC/AMA identifiés plus bas. Les conditions et les prix précisés dans l'OC/AMA individuel en cause régiront les liens contractuels existant entre Sa Majesté et le proposant en vertu de ce document. Le fournisseur ou l'agent s'engage # se conformer aux conditions et aux prix (ou aux modalités de prix) précisés pour chaque OC/AMA et dans les commandes / contrats découlant.

La clause suivante est ajoutée comme mesure de précaution jusqu'à ce que toutes les offres # commandes soient renégociées pour la prochaine année financière:

Taxes

1.1 Les ministères et organismes fédéraux doivent payer les taxes applicables.

1.1.2 Responsabilité du Canada et de l'entrepreneur

a) Les taxes applicables seront payées par le Canada conformément aux dispositions de l'article sur la présentation de factures. Il revient # l'entrepreneur de facturer les taxes applicables selon le taux approprié, conformément aux lois en vigueur. L'entrepreneur accepte de remettre aux autorités fiscales appropriées les sommes acquittées ou exigibles au titre de taxes applicables.

b) L'entrepreneur n'a pas droit aux exemptions fiscales dont jouit le Canada, comme pour le paiement des taxes de vente provinciales, sauf indication contraire de la loi. L'entrepreneur doit payer la taxe de vente provinciale, les taxes accessoires et toute taxe # la consommation qui s'appliquent sur les biens ou services taxables utilisés ou consommés dans le cadre de l'exécution du contrat (conformément aux lois en vigueur), y compris les matériaux incorporés dans des biens immobiliers.

1.1.3 Modifications aux taxes et droits

Dans les cas où les taxes applicables, les droits de douane et les taxes d'accise sont compris dans le prix contractuel, ce dernier sera ajusté afin de tenir compte de toute augmentation ou diminution des taxes applicables, droits de douane et taxes d'accise qui se sera produite entre la présentation de la soumission et l'attribution du contrat. Toutefois, il n'y aura pas d'ajustement relatif # toute modification pour augmenter le prix contractuel si un avis public assez détaillé de la modification a été donné avant la date de clôture de la soumission qui aurait pu permettre # l'entrepreneur de calculer les effets de cette modification.



Appendix B - Appendice B
Terms of Payment - Modalités de paiement

ATIA - 20(1)(c)

ATIA - 20(1)(d)

Order No.
N° de la demande
4507459

Invoicing Address - Adresse de facturation

INFRASTRUCTURE CANADA
FINANCE
1100-180 KENT ST
OTTAWA ON K1P 0B6

1 Basis of Payment

Category : Steam 2 - Executive Assistant - Senior

Number of hours required: [REDACTED]

Resource name : Joanne Leblanc

Firm All-Inclusive hourly rate: [REDACTED]

2 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

3 Electronic Payment of Invoices - Contract

The Contractor accepts to be paid using the following Electronic Payment Instrument:

- a. Direct Deposit.

4 Invoicing Instructions



1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Order No.
N° de la demande
4507459

2. Invoices must be distributed as follows:

a. One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.



Appendix C - Appendice C Statement of Work - Énoncé des travaux

Order No.
N° de la demande
4507459

STATEMENT OF WORK

1. Objective:

Temporary help is required for to support the Office of the Director General of Policy and Results, Strategic and Sectoral Policy, Director General's Office.

2. Scope of Work

The following task may be ask to complete at the Executive Assistante level AS-02

The Executive Assistant provides administrative support to senior level staff and will work with CCM Mercury, RDIMS or another electronic correspondence tracking system, as well as standard office equipment and software (Windows XP, Word, Excel, Access, etc.). Familiarity with office management practices, relevant Department or Agency administrative practices, policies and directives as well as excellent writing, analytical, organizational and communication skills are required. The Executive Assistant will have the ability to prioritize his/her workload, as there may be multiple projects or assignments with conflicting deadlines and ongoing responsibilities.

Major Duties:

- " Inputting data, processing and updating, routing correspondence and maintaining bring-forward (BF) systems
- " Managing daily office operations and coordinating agendas
- " Organizing meetings, teleconferences and events
- " Preparing background materials
- " Answering the telephone, operating telephone switching systems and taking messages
- " Performing document and file management functions, including e-filing
- " Photocopying, faxing and scanning documents
- " Preparing correspondence, reports, statements and other material
- " Scheduling and organizing national and international travel arrangements
- " Assembling and disseminating correspondence and briefing materials for senior management

Senior

Tasks include ensuring that the office functions in accordance with established financial policies and practices. Experience processing various financial materials in accordance with government policies and procedures and familiarity with the policies and procedures of the specific department or agency where the work will be performed will be required.

Typical duties may include:

- " Proofreading and editing materials to ensure quality of language, proper format, accuracy of content, senior staff's preferences are reflected, etc.
- " Ensuring proper attention is given to the wider government issues and their relationship to departmental issues and events
- " Tracking issues or projects referred by senior staff
- " Routing and tracking items for review or signature, to and from the office
- " Scrutinizing and querying sources as required
- " Creating and presenting a variety of weekly and monthly reports
- " Preparing meeting folders
- " Managing briefing notes in webcims and making photocopies



Appendix D - Appendice D Supplementary Conditions - Conditions supplémentaires

Order No.
N° de la demande
4507459

RESULTING CONTRACT CLAUSES

1 Security Requirements

1.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

A) The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

B) The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS/SECRET, granted or approved by CISD/PWGSC.

C) The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

D) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

5. The Contractor must comply with the provisions of the: a. Security Requirements Check List and security guide (if applicable), attached to this contract.

2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "C".

3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

4 Term of Contract

4.1 Period of the Contract

The period of the Contract is from October 9 to December 31st 2018.

5 Authorities

5.1 Contracting Authority

Processed under the provisions of the Access to Information Act /
Révisé en vertu de la Loi sur l'accès à l'information



The Contracting Authority for the Contract is:

Name: Jennifer Hendrick
Title: Manager Procurement Services
Organization: Infrastructure Canada
Phone: 613-960-6334
Email: jennifer.hendrick2@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

Name: Tushara. Williams
Title: Director General, Sectoral Policy
Organization: Infrastructure Canada
Phone: 613-957-4337
Email: tushara.williams@canada.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

[REDACTED]
TAG HR - The Associates Group Human Resources
420 O'Connor St. Ottawa, K2P 1W4
Tel: 613-567-0222 ext. [REDACTED]
Fax: 613-567-6441
[REDACTED]

6. Proactive Disclosure of Contracts with Former Public Servants

Processed under the provisions of the Access to Information Act /
Révisé en vertu de la Loi sur l'accès à l'information



By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice 2012-2 of the Treasury Board Secretariat of Canada.

Order No.
N° de la demande
4507459

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

7 Certifications and Additional Information

7.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

8 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

9 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04) - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) the Contractor's bid dated October 03, 2018.



Order # - A :

DIRONDAQU INFORMATION MANAGEMENT
INC.

26-130 ALBERT ST
OTTAWA ON K1P 5G4
CANADA

Contact - Personne-ressource

Laurie Pratt-Tremblay

Tel. No - N° du Tél.

613-948-3773

Fax. No. - N° de télécop.

Order No.
N° de la demande
4507467

Standing Offer No./Supply Arrangement No.
No de l'offre # commandes/No arrangement en matière
d'approvisionnement

SO/OC: E60ZN-110002/027/ZN

Amendment No. - N° de la modification

Previous Value (Inc. taxes) - Valeur
précédente (y compris la taxe)

ATIA - 19(1)

Order # - N° fournisseur	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Inc./Dec. (Inc. taxes) - Aug./Dim. (y compris la taxe)	Revised value - Valeur révisée
100148402			613 787-7710			
Item No. ° Art.	Description	Hours Heures	Rate Taux	Total Total	Disc Esc	Ext. Price Prix prévu
00001	-Staffing Consultants Human Resources Professional Services	119,145	1.00 119,145.00			119,145.00
00002	-Staffing Consultants Human Resources Professional Services	167,943.750	1.00 167,943.75			167,943.75

Reason for call-up/Motif de la demande

Reason 2 / Raison 2

The order number must appear on invoices and correspondence.

Le numéro de la demande doit apparaître sur la facture et la correspondance.

RB approval no. ° d'approbation de la DGRH	Name of referral Personne référée RAYMOND GIROUX AND	Individual confirmed Personne confirmée COLETTE PURCHASE	Security classification Niveau de la cote sécuritaire Enhanced	Place of clearance Lieu d'obtention de l'autorisation PWGSC
Language requirements Exigences linguistiques English/Anglais	Hours of work - Heures de travail 08:00:00 - 16:00:00	Overtime Heures supplémentaires No/Non	Classification HUMAN RESOURCES, STAFFING, SENIOR	Period of Contract (M/D/Y) Période du contrat (M/J/A) 11/14/2018 To/Au: 10/11/2019
Services to be supplied at - Endroit où les services seront fournis INFRASTRUCTURE CANADA FINANCE 100-180 KENT ST OTTAWA ON K1P 0B6	Invoicing address - Adresse de facturation INFRASTRUCTURE CANADA FINANCE 1100-180 KENT ST OTTAWA ON K1P 0B6 Email/Courriel: infrastructure.intc@canada.ca	Sub-total / Sous-total 287,088.75		
		Terms of payment - Modalités de paiement Direct deposit 30 days from receipt	Tax Amount/Montant de la taxe 37,321.54	
			TOTAL / CAD 324,410.29	

Special Instructions - Instructions spéciales

Certified pursuant to subsection 32(1) of the Financial Administration Act
Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.

	2018-11-09
PRATT-TREMBLAY, LAURIE	Date
Signature	
Approved for the Minister GAGNON, ERIC	2018-11-09
Signature	Date



Appendix A - Appendice A General Terms and Conditions - Conditions Générales

Order No.
N° de la demande
4507467

TERMS AND CONDITIONS

TO THE SUPPLIER

The individual Standing Offers/Supply Arrangements (SO/SA) listed on this contract are hereby accepted as follows:

As Supplier/Agent of the named Offer or, or as the Offer or, you are required to supply the goods or services, or both, described in the cited (SO/SA) at the prices or on the pricing basis stated therein, in accordance with the terms and conditions stated in the subject (SO/SA).

Only the goods or services or both included in the cited (SO/SA) shall be supplied pursuant to this call-up/contract and only to the extent specified below.

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1. Taxes

1.1 Applicable Taxes

Federal government departments and agencies are required to pay Applicable Taxes

1.1.2 Responsibility of Canada and of the Contractor

(a) Applicable Taxes will be paid by Canada as provided in the Invoice Submission section. It is the sole responsibility of the Contractor to charge Applicable Taxes at the correct rate in accordance with applicable legislation. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

(b) The Contractor is not entitled to use Canada's exemptions from any tax, such as provincial sales taxes, unless otherwise specified by law. The Contractor must applicable provincial sales tax, ancillary taxes, and any commodity tax, on taxable goods or services used or consumed in the performance of the Contract (in accordance with applicable legislation), including for material incorporated into real property.

1.1.3 Changes to Taxes and Duties

In those cases where Applicable Taxes, customs duties, and excise taxes are included in the Contract Price, the Contract Price will be adjusted to reflect any increase, or decrease, of Applicable Taxes, customs duties, and excise taxes that will have occurred between bid submission and contract award. However, there will be no adjustment for any change to increase the Contract Price if public notice of the change was given before bid submission date in sufficient date in sufficient detail to have permitted the Contractor to calculate the effect of the change.



Appendice A - Appendix A Conditions Générales - General Terms and Conditions

Order No.
N° de la demande
4507467

TERMES ET CONDITIONS

AU FOURNISSEUR

Les offres # commandes/arrangements en matière d'approvisionnement (OC/AMA) indiqués sur la commande sont acceptés selon les modalités suivantes:

titre de fournisseur ou d'agent du proposant nommé, ou en tant que proposant, vous #tes tenu de fournir les biens ou services (ou les deux) indiqués dans les OC/AMA en cause aux prix ou selon les modalités de prix et conformément aux conditions stipulées dans l'OC/AMA visé.

Ne seront fournis en vertu de cette commande / ce contrat que les biens ou services (ou les deux) prévus dans l'OC/AMA visé, et seulement jusqu'à concurrence de ce qui est précisé plus bas.

Le présent document crée une série de commandes / contrats individuels entre Sa Majesté la Reine du chef du Canada et le proposant nommé # titre de fournisseur pour les OC/AMA identifiés plus bas. Les conditions et les prix précisés dans l'OC/AMA individuel en cause régiront les liens contractuels existant entre Sa Majesté et le proposant en vertu de ce document. Le fournisseur ou l'agent s'engage # se conformer aux conditions et aux prix (ou aux modalités de prix) précisés pour chaque OC/AMA et dans les commandes / contrats découlant.

La clause suivante est ajoutée comme mesure de précaution jusqu'à ce que toutes les offres # commandes soient renégociées pour la prochaine année financière:

Taxes

1.1 Les ministères et organismes fédéraux doivent payer les taxes applicables.

1.1.2 Responsabilité du Canada et de l'entrepreneur

a) Les taxes applicables seront payées par le Canada conformément aux dispositions de l'article sur la présentation de factures. Il revient # l'entrepreneur de facturer les taxes applicables selon le taux approprié, conformément aux lois en vigueur. L'entrepreneur accepte de remettre aux autorités fiscales appropriées les sommes acquittées ou exigibles au titre de taxes applicables.

b) L'entrepreneur n'a pas droit aux exemptions fiscales dont jouit le Canada, comme pour le paiement des taxes de vente provinciales, sauf indication contraire de la loi. L'entrepreneur doit payer la taxe de vente provinciale, les taxes accessoires et toute taxe # la consommation qui s'appliquent sur les biens ou services taxables utilisés ou consommés dans le cadre de l'exécution du contrat (conformément aux lois en vigueur), y compris les matériaux incorporés dans des biens immobiliers.

1.1.3 Modifications aux taxes et droits

Dans les cas où les taxes applicables, les droits de douane et les taxes d'accise sont compris dans le prix contractuel, ce dernier sera ajusté afin de tenir compte de toute augmentation ou diminution des taxes applicables, droits de douane et taxes d'accise qui se sera produite entre la présentation de la soumission et l'attribution du contrat. Toutefois, il n'y aura pas d'ajustement relatif # toute modification pour augmenter le prix contractuel si un avis public assez détaillé de la modification a été donné avant la date de clôture de la soumission qui aurait pu permettre # l'entrepreneur de calculer les effets de cette modification.



**Infrastructure
Canada**

**CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP/CONTRACT AGAINST A SUPPLY ARRANGEMENT
COMMANDE SUBSÉQUENTE # UNE OFFRE # COMMANDE POUR AT/CONTRAT SUITE # UN ARRANGEMENT EN MATIÈRE D'APP**

ATIA - 19(1)

Page: 1

To: A:

**ADIRONDACK INFORMATION MANAGEMENT
INC., THE AIM GROUP INC. IN JOINT
VENTURE
126-130 ALBERT ST
OTTAWA ON K1P 5G4
CANADA**

Contact - Personne-ressource

Roger Solar

Tel. No - N° du Tél.

613-946-3085

Fax. No. - N° de télécop.

Order No.
N° de la demande
4507468

Standing Offer No / Supply Arrangement No.
No de l'offre # commandes / No arrangement en matière
d'approvisionnement

SO/OC: E60ZN-110002/027/ZN

Amendment No. - N° de la modification

Previous Value (Inc. taxes) - Valeur
précédente (y compris la taxe)

Vendor # - N° fournisseur

Contact Name - Nom du contact

Acc. # - N° comp.

Tel. No - N° du Tél.

Fax. No. - N° de télécop.

Inc / Dec. (Inc. taxes) - Aug / Dim. (y compris
la taxe)

Revised value - Valeur révisée

100148402

Item No.
N° Art.

Description

Hours
Heures

Rate
Taux

Total
Total

Disc
Esc

Ext. Price
Prix prévu

00001

**-Staffing Consultant
Human Resources Professional Services**

22,984

1.00 22,984.00

22,984.00

Reason for call-up/Motif de la demande

Reason 2 / Raison 2

- The order number must appear on invoices and correspondence.

Le numéro de la demande doit apparaître sur la facture et la correspondance.

HRB approval no.
N° d'approbation de la DGFH

Name of referral
Personne référée

DOUG CAMERON

Individual confirmed
Personne confirmée

Security classification
Niveau de la cote sécuritaire

Enhanced

Place of clearance
Lieu d'obtention de l'autorisation

PWGSC

Language requirements
Exigences linguistiques

Hours of work - Heures de travail

English/Anglais 08:00:00 - 16:00:00

Overtime
Heures supplémentaires

No/Non

Classification
HUMAN RESOURCES, STAFFING, SENIOR

Period of Contract (MD/Y)
Période du contrat (M/J/A)

11/21/2018 To/Au: 03/31/2019

Services to be supplied at - Endroit où les services seront fournis

**INFRASTRUCTURE CANADA
FINANCE
1100-180 KENT ST
OTTAWA ON K1P 0B6**

Invoicing address - Adresse de facturation

**INFRASTRUCTURE CANADA
FINANCE
1100-180 KENT ST
OTTAWA ON K1P 0B6
Email/Courriel:**

Sub-total / Sous-total

22,984.00

Terms of payment - Modalités de paiement

Direct deposit 30 days from receipt

Tax Amount/Montant de la taxe

2,987.92

TOTAL / CAD

25,971.92

Special Instructions - Instructions spéciales

Certified pursuant to subsection 32(1) of the Financial Administration Act
Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.

NASSIF, MARIE-PIER

Signature

Nov 20, 2018
Date

Approved for the Minister

Approuvé pour le Ministre

HENDRICK, JENNIFER

Signature

Nov 20/18
Date

Canada



Appendix A - Appendice A General Terms and Conditions - Conditions Générales

Order No.
N° de la demande
4507468

ERMS AND CONDITIONS

TO THE SUPPLIER

The individual Standing Offers/Supply Arrangements (SO/SA) listed on this contract are hereby accepted as follows:

As Supplier/Agent of the named Offer or, or as the Offer or, you are required to supply the goods or services, or both, described in the cited (SO/SA) at the prices or on the pricing basis stated therein, in accordance with the terms and conditions stated in the subject (SO/SA).

Only the goods or services or both included in the cited (SO/SA) shall be supplied pursuant to this call-up/contract and only to the extent specified below.

This document creates a series of individual call-up/contracts between Her Majesty the Queen in Right of Canada and the Offeror whose name appears as the source of the cited (SO/SA). The terms, conditions and prices stated in the (SO/SA) cited shall govern the contractual relationship between Her Majesty and the Offer or created by this document. The Supplier/Agent agrees to respect and abide by the terms, conditions and prices or pricing basis stated in each of the respective (SO/SA) and those of the call-up/contracts resulting.

1. Taxes

1.1 Applicable Taxes

Federal government departments and agencies are required to pay Applicable Taxes

1.1.2 Responsibility of Canada and of the Contractor

(a) Applicable Taxes will be paid by Canada as provided in the Invoice Submission section. It is the sole responsibility of the Contractor to charge Applicable Taxes at the correct rate in accordance with applicable legislation. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

(b) The Contractor is not entitled to use Canada's exemptions from any tax, such as provincial sales taxes, unless otherwise specified by law. The Contractor must applicable provincial sales tax, ancillary taxes, and any commodity tax, on taxable goods or services used or consumed in the performance of the Contract (in accordance with applicable legislation), including for material incorporated into real property.

1.1.3 Changes to Taxes and Duties

In those cases where Applicable Taxes, customs duties, and excise taxes are included in the Contract Price, the Contract Price will be adjusted to reflect any increase, or decrease, of Applicable Taxes, customs duties, and excise taxes that will have occurred between bid submission and contract award. However, there will be no adjustment for any change to increase the Contract Price if public notice of the change was given before bid submission date in sufficient date in sufficient detail to have permitted the Contractor to calculate the effect of the change.

Appendice A - Appendix A Conditions Générales - General Terms and Conditions

Page: 3

Order No. N° de la demande 4507468

ERMES ET CONDITIONS

AU FOURNISSEUR

Les offres # commandes/arrangements en matière d'approvisionnement (OC/AMA) indiqués sur la commande sont acceptés selon les modalités suivantes:

titre de fournisseur ou d'agent du proposant nommé, ou en tant que proposant, vous #tes tenu de fournir les biens ou services (ou les deux) indiqués dans les OC/AMA en cause aux prix ou selon les modalités de prix et conformément aux conditions stipulées dans l'OC/AMA visé.

Ne seront fournis en vertu de cette commande / ce contrat que les biens ou services (ou les deux) prévus dans l'OC/AMA visé, et seulement jusqu'à concurrence de ce qui est précisé plus bas.

Le présent document crée une série de commandes / contrats individuels entre Sa Majesté la Reine du chef du Canada et le proposant nommé # titre de fournisseur pour les OC/AMA identifiés plus bas. Les conditions et les prix précisés dans l'OC/AMA individuel en cause régiront les liens contractuels existant entre Sa Majesté et le proposant en vertu de ce document. Le fournisseur ou l'agent s'engage # se conformer aux conditions et aux prix (ou aux modalités de prix) précisés pour chaque OC/AMA et dans les commandes / contrats découlant.

La clause suivante est ajoutée comme mesure de précaution jusqu'à ce que toutes les offres # commandes soient renégociées pour la prochaine année financière:

Taxes

1.1 Les ministres et organismes fédéraux doivent payer les taxes applicables.

1.1.2 Responsabilité du Canada et de l'entrepreneur

- a) Les taxes applicables seront payées par le Canada conformément aux dispositions de l'article sur la présentation de factures. Il revient # l'entrepreneur de facturer les taxes applicables selon le taux approprié, conformément aux lois en vigueur. L'entrepreneur accepte de remettre aux autorités fiscales appropriées les sommes acquittées ou exigibles au titre de taxes applicables.
- b) L'entrepreneur n'a pas droit aux exemptions fiscales dont jouit le Canada, comme pour le paiement des taxes de vente provinciales, sauf indication contraire de la loi. L'entrepreneur doit payer la taxe de vente provinciale, les taxes accessoires et toute taxe # la consommation qui s'appliquent sur les biens ou services taxables utilisés ou consommés dans le cadre de l'exécution du contrat (conformément aux lois en vigueur), y compris les matériaux incorporés dans des biens immobiliers.

1.1.3 Modifications aux taxes et droits

Dans les cas où les taxes applicables, les droits de douane et les taxes d'accise sont compris dans le prix contractuel, ce dernier sera ajusté afin de tenir compte de toute augmentation ou diminution des taxes applicables, droits de douane et taxes d'accise qui se sera produite entre la présentation de la soumission et l'attribution du contrat. Toutefois, il n'y aura pas d'ajustement relatif # toute modification pour augmenter le prix contractuel si un avis public assez détaillé de la modification a été donné avant la date de clôture de la soumission qui aurait pu permettre # l'entrepreneur de calculer les effets de cette modification.